

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Preliminary Agenda  
**November 7, 2016**  
**Brownville Glen Park Elementary Cafeteria**

5:15 p.m. Call to Order - Pledge of Allegiance

**REGULAR MEETING**

- **Introduction** of New Staff Members to the Board of Education
  - **Academic Update:** Fine Arts - Ms. Davis / Mrs. Timerman / Bi-County Students
  - **Presentation / Discussion of Tri-County Energy Consortium** - John Warneck, Executive Director
1. Board Discussion / Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to affirm participation in the **TRI-COUNTY ENERGY COOPERATIVE SOLAR CONSORTIUM** as put to the following roll-call vote:

Jeffrey West, President	Voting _____
Daniel Dupee II, Vice President	Voting _____
Sandra Young Klindt	Voting _____
Brien Spooner	Voting _____
Jamie Lee	Voting _____
Cathy Pitkin	Voting _____
Michael Ward	Voting _____

The resolution was declared: (Adopted or Not Adopted)

- **Discussion of Proposed Capital Project** - Mr. Jason Jantzi of Bernier, Carr & Associates

**CONSENT AGENDA**

A motion for approval of the following items as listed under the **CONSENT AGENDA** is made by \_\_\_\_\_, and seconded by \_\_\_\_\_ - Motion is approved \_\_\_\_-\_\_\_\_.

1. Approval of Minutes as listed:
  - October 3, 2016 - Regular Meeting
  - October 17, 2016 - Special Meeting
2. Approval of Buildings and Grounds requests as listed:
  - JSHS turf field - October 11, 2016 from 5:00 to 8:00 p.m. - Lyme Central School Boys Soccer playoffs
  - JSHS turf field - October 22, 2016 from 5:00 to 7:00 p.m. - IHC JSHS Girls Sectional Soccer Game
  - DEX gymnasium - Wednesdays October 26, 2016 thru May 17, 2017 from 8:00 to 9:30 p.m. - Men's Basketball practice
  - JSHS turf field - November 3, 2016 from 5:00 to 9:00 p.m. - National Football Foundation & College Hall of Fame CNY Chapter - Senior Football Game - \$5.00 admission to fund scholarships
  - BGP gymnasium - Mondays & Thursdays November 7 thru December 8, 2016 from 6:00 to 8:15 p.m. and Wednesdays & Thursdays December 12, 2016 thru April 3, 2017 from 6:00 to 8:15 p.m. - Mighty Lions PeeWee Wrestling Club practices
3. Approval of Conferences and Workshops as listed:
  - Tara Cole - Battling Opiate/Heroin Addiction In Our Schools - WebEx - October 5, 2016
  - Deanna Guyette - MORIC Technology Showcase - Vernon Downs - October 6, 2016
  - Stephanie Karandy - JCC Edge Conference - Jefferson Community College - October 7, 2016
  - Michelle Lamont - JCC Edge/Soar Conference - Jefferson Community College - October 7, 2016
  - Lindsay Pitkin - NIKE Coaching Clinic - Cleveland, Ohio - October 7-9, 2016
  - Rebecca Dupee - Middle School Science Curriculum - JLBOCES - October 14, 2016
  - Rebecca L. Flath - Finance Manager User Group Meeting - JLBOCES - October 18, 2016
  - Kristi Bice - ERS Employer Education Seminar - JLBOCES - October 21, 2016
  - Marti McIntosh - Applying OT Therapy in the Classroom - JLBOCES - October 21, 2016
  - Tara Cole - Substitute Teacher / Teacher Assistant Training - JLBOCES - October 25 & 26, 2016
  - Kylee Monroe - Apple Camp - JLBOCES - October 26, 2016 & March 9, 2017
  - Heather Devine - Elementary Make & Take - JLBOCES - October 27, 2016
  - Erica Hartle - Elementary Make & Take - JLBOCES - October 27, 2016
  - Helen Ketcham - Elementary Make & Take - JLBOCES - October 27, 2016
  - Mary Bucher - Effective Training Level I - JLBOCES - October 28, November 28, December 2 & 19, 2016
  - Dustin Newwine - Effective Training Level I - JLBOCES - October 28, November 28, December 2 & 19, 2016
  - Emily Aumell - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
  - Trinia Bartlett - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
  - Meredith Connell - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016

- Susan Menapace - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
  - Kylee Monroe - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
  - Jennifer Nelson - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
  - Lindsay Pitkin - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
  - Lisa Scully - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
  - Deanna Guyette - North Country Technology Coordinator Meeting - JLBOCES - November 3, 2016
  - Hannah Cottrell - FCCLA Fall Planning Meeting - Oswego, NY - November 4, 2016
  - Michael Parobeck - DATA Warehouse Workshop - JLBOCES - November 8, 2016
  - Kimberly Foss - OPALS Homepage Workshop - JLBOCES - November 14, 2016
  - Sarah Majo - Art Teacher Round Table - JLBOCES - November 14, 2016
  - Corrine Willis - NYSSMA Conference All-State - Eastman School of Music - Rochester, NY - December 1-4, 2016
  - Erica Hartle - Elementary Make & Take / Math - JLBOCES - December 5, 2016
  - Helen Ketcham - Elementary Make & Take / Math - JLBOCES - December 5, 2016
  - Kate Wiley - Elementary Make & Take / Math - JLBOCES - December 5, 2016
  - James P. Nevers - NYSNA 2016-17 Regional Industry Seminar - Holiday Inn, Liverpool, NY - December 6, 2016
  - Ellen Sheen - Teachers' Institute Teaching ELLs Across the Content - Liverpool, NY - December 9, 2016
4. Approval of Financial Reports as listed: September 2016
- Appropriation Report – All Funds
  - Revenue Report – All Funds
  - Treasurer's Cash Reports
  - Claims Auditor Monthly Reports
  - Approval of General Fund Warrant "A"
  - Approval of Federal Fund Warrant "B"
  - Approval of Food Service Warrant "C"
  - Approval of Trust & Agency Warrant "T"
  - Approval of Extra-Curricular Activity Fund

**REGULAR AGENDA**

**Other Discussion and Action**

1. Public Comment Period - Mr. Tim Reutten
2. Ongoing Agenda Items:
  - Academic Update:
    - ❖ Fine Arts - as previously presented by Ms. Davis, Mrs. Timerman and Bi-County Students
  - Policy Review:
    - ❖ 1<sup>st</sup> Reading: *Policy #7522 update - Concussion Management*
3. Board Action - **BE IT RESOLVED** tha the General Brown Central School District Board of Education takes action to approve the updated **Long Range Financial Plan and Fund Balance Management 2016-2017**.  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.
4. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education, upon the recommendation of the Superintendent of Schools, takes action to approve the tenure appointment of Lisa K. Smith, Executive Director of Administrative Services, with effective service date of November 13, 2016.  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.
5. Board Action - Approval of **Substitute Instructional and Non-Instructional Personnel-Item #10D**, as continued from the Organizational Meeting held July 1, 2016:
  - **Cayla O'Connor** - Substitute Teacher and Substitute Aide
  - **Jennifer S. Bailey** - Substitute Teacher and Substitute Aide
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.
6. Board Action - Approval of **School Tax Collector Report**  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.
7. Board Action - Approval of **Changes/Corrections to the 2016 Tax Roll** for the following parcels:
  - HSW Properties / Parcel # 64.17-1-19 / -\$431.84
  - HSW Properties / Parcel # 64.17-1-20 / -\$754.04
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.
8. Board Action - Approval of **Committee on Special Education Reports**.  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.

**ADMINISTRATIVE REPORTS**

- 9. Operations Report
- 10. Brownville-Glen Park and Dexter Principal Report
- 11. Jr.-Sr. High School Principal Report
- 12. Athletic Director / Discipline Report
- 13. Curriculum Coordinator Report
- 14. Director of Student Services Report
- 15. School Business Official Report
- 16. Superintendent Report

**CORRESPONDENCE AND COMMUNICATIONS**

- 17. Correspondence Log

**RECOMMENDATIONS AND ACTION**

- 18. Board Action - Personnel Changes as listed:

A motion for approval of the following **PERSONNEL CHANGES**, with *effective dates* as listed:

**RECOMMENDATION** and **ACTION** is made by \_\_\_\_\_, and seconded by \_\_\_\_\_. Motion is approved \_\_\_/\_\_\_.

(A) Retirements:

Name	Position	Effective Date
Linda Storrs	Bus Driver	June 30, 2017

(B) Resignations as listed:

Name	Position	Effective Date
None at this time		

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Richard Desormeau	Driver / Service	\$27,663 annually (prorated), Step 3	N/A	10/11/2016
Cheryl Byerly	Substitute Food Service Helper	\$9.87 per hour	N/A	10/31/2016
Ashley M. Kudlack	Substitute Food Service Helper	\$9.87 per hour	N/A	10/31/2016
Jamie L. Crump	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	N/A	11/07/2016
Cassandra M. LaDuke	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	N/A	11/07/2016
Wendy S. Yodice	Substitute Teacher	\$80 per day	N/A	11/07/2016
Susan M. Peak	Substitute Aide	\$9.76 per hour	N/A	11/07/2016
Calin M. Bethel	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	N/A	11/07/2016
Tasha M. Pierson	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	N/A	11/07/2016
Nikki L. Hutchinson	Substitute Teacher	\$70 per day	N/A	11/07/2016
Regina M. Thomas	Cleaner	\$21,217 annually (prorated), Step 1	N/A	11/08/2016

(D) PAID Coaching Appointments as listed:

Name	Winter 2016-17 Sports	Coaching Certification	Effective Date

(E) UNPAID Coaching Appointments as listed:

Name	Winter 2016-17 Sports	Coaching Certification	Effective Date

**Coaches possess the following [as mandated by NYSED]:**

- Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance \*
- Temporary or Professional Coaching License and/or 2<sup>nd</sup>-4<sup>th</sup> Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance \*\*\*\*

- 19. Board Action - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees’ fingerprints for employment have been

submitted to SED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Megan A. LaSage** - Student Teacher
- **Saddie R. Serviss** - Student Teacher
- **Jamie L. Crump** - Substitute Teacher
- **Cassandra M. LaDuke** - Substitute Teacher
- **Wendy S. Yodice** - Substitute Teacher
- **Cheryl Byerly** - Substitute Food Service Helper
- **Susan M. Peak** - Substitute Aide
- **Ashley M. Kudlack** - Substitute Food Service Helper
- **Regina M. Thomas** - Cleaner
- **Calin M. Bethel** - Substitute Teacher
- **Tasha M. Pierson** - Substitute Teacher
- **Nikki Hutchinson** - Substitute Teacher

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.

**ITEMS FOR NEXT MEETING - Monday, December 5, 2016 - 5:15 p.m.**

20. \_\_\_\_\_

**EXECUTIVE SESSION**

21. **A motion is requested to enter executive session** for the discussion of \_\_\_\_\_.  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_. Time entered: \_\_\_\_:\_\_\_\_ p.m.

**RETURN TO OPEN SESSION**

**A motion is requested to adjourn the executive session and reconvene the regular meeting.**

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_. Time: \_\_\_\_:\_\_\_\_ p.m.

**MOTION FOR ADJOURNMENT**

22. **There being no further business or discussion,** a motion is requested adjourn the regular meeting.

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_. Time adjourned: \_\_\_\_:\_\_\_\_ p.m.

\* Items added after preliminary agenda was sent to Board of Education

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Unapproved Minutes  
**October 3, 2016**  
General Brown Room / Jr.-Sr. High School

**REGULAR MEETING**

The meeting was called to order at 5:15 p.m. by President West followed by the Pledge of Allegiance.

**Members Present:** Jeffrey West, President; Daniel Dupee II, Vice President; Sandra Young Klindt; Brien Spooner; Jamie Lee; Cathy Pitkin and Michael Ward

**Others Present:** Cammy J. Morrison, Superintendent of Schools; Lisa K. Smith, Executive Director of Administrative Services; Gary Grimm, Transportation Supervisor/Operations Manager; Kathaleen Beattie, Director of Student Services; Babette Valentine, Curriculum Coordinator; John Wells, Interim Jr.-Sr. High School Principal; Hope Ann LoPresti, Brownville Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Staff and Community Members; and Debra Bennett, District Clerk

- **AUDIT COMMITTEE Meeting** - (See agenda)
- **Following adjournment of the Audit Committee:**
  1. Board Action - Approval of the **Independent Auditors' Report** as presented by Laurie Podvin, CPA of Bowers & Co. Motion for approval by Brien Spooner, seconded by Michael Ward, with motion approved 7-0.
  2. Board Action - The General Brown Central School District Board of Education takes action to adopt the following resolution:  
**BE IT RESOLVED**, that effective July 1, 2015, the District shall continue to comply with the procurement standards set forth in previous OMB guidance for two additional fiscal years after 2 CFR §200.110 and its superseding provisions go into effect, with implementation of 2 CFR §200.110 required for the fiscal year beginning after June 30, 2017  
Motion for approval by Michael Ward, seconded by Brien Spooner, with motion approved 7-0.
- **PRESENTATION / Discussion of proposed Capital Project** - Bernier Carr & Associates - Jason Jantzi provided a review of the scope and timeline of the proposed project.

**CONSENT AGENDA**

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Sandra Klindt, and seconded by Michael Ward - Motion is approved 7-0.

1. Approval of Minutes as listed:
  - September 12, 2016 - Regular Meeting
  - September 26, 2016 - Special Meeting
2. Approval of Buildings and Grounds requests as listed:
  - DEX gymnasium / library - Wednesdays September 14 through November 30, 2016 from 3:35 to 4:45 p.m. - Juniper Tree Yoga - classes
3. Approval of Conferences and Workshops as listed:
  - David Ramie - Elementary Principals Meeting - South Jefferson CSD - September 19, 2016
  - Hope Ann LoPresti - Elementary Principals Meeting - South Jefferson CSD - September 19, 2016
  - Carrie LaSage - Teaching for Inquiry and ESIFC Workshop - Mohawk Regional BOCES - September 23, 2016
  - Lisa M. VanBrocklin - NYSAA Training for Science & Social Studies - JLBOCES - September 26, 2016
  - Kathaleen Beattie - CSE Chairperson Meeting - JLBOCES - September 28, 2016
  - Joseph O'Donnell - Section III AD Meeting - Canastota, NY - October 4, 2016
  - Carrie LaSage - School Library System Communication Coordinator and Council Meetings - Watertown, LaFargeville, Carthage, Beaver River CSD - October 4 and November 30, 2016, February 8 and May 16, 2017
  - Jennifer Augliano - School Counselor Meeting - JLBOCES - October 5, 2016
  - Bridget Grimm - School Counselor Meeting - JBOCES - October 5, 2016
  - Joseph O'Donnell - Frontier League Meeting - JLBOCES - October 5, 2016
  - Jennifer Augliano - Counseling and Administration Work Session - JLBOCES - October 7, 2016
  - Janelle Ferris - NIKE Basketball Clinic - Cleveland, Ohio - October 7, 2016
  - Bridget Grimm - Counseling and Administration Work Session - JLBOCES - October 7, 2016
  - Casey Nicol - Counseling and Administration Work Session - JLBOCES - October 7, 2016
  - Amy O'Riley - EDGE Day - Jefferson Community College - October 7, 2016
  - Renee Powlin - North Country Collaborative STEM Conference - Watertown High School - October 7, 2016

- Jessica Bower - NIKE Basketball Clinic - Cleveland, Ohio - October 7,8 & 9, 2016
  - Katie Clough - NIKE Basketball Clinic - Cleveland, Ohio - October 7,8 & 9, 2016
  - Michael Hartle - Reaching the Peaks of Academic Achievement - Lake Placid, NY - October 13, 2016
  - Kristi Bice - Finance Manager User Group Meeting - JLBOCES - October 18, 2016
  - Erin Heller - Mandatory DoDEA Grant Meeting - Norfolk, VA - October 17-20, 2016
  - Carrie LaSage - Mentors Without Borders for Librarians and Library Roundtables - JLBOCES - October 19, 2016, January 11, 2017 and April 26, 2017
  - Tina Zehr - Applying Occupational Therapy in the Classroom Make & Take - JLBOCES - October 21, 2016
  - Amy O'Riley - Apple Camp - JLBOCES - October 26, 2016 and March 9, 2017
  - Renee Powlin - Greater CNY School Library System Fall Conference - OnCenter, Syracuse, NY - October 26, 2016
  - Carrie LaSage - iTunes U Camp - JLBOCES - October 26, 2016 and March 9, 2017
  - Kelly Cantwell - Helping Your Struggling Readers - Syracuse, NY - October 27, 2016
  - Laurie Comins - Helping Your Struggling Readers - Syracuse, NY - October 27, 2016
  - Tricia Nortz - Helping Your Struggling Readers - Syracuse, NY - October 27, 2016
  - Stephanie Karandy - Spanish RAD/Test Writing - JLBOCES - October 27 & 28, 2016
  - Amy O'Riley - Regional Assessment Writing - JLBOCES - October 27 & 28, 2016
  - Jannell Pickeral - Regional Assessment Writing - JLBOCES - October 27 & 28, 2016
  - Joseph O'Donnell - Lead Evaluator Re-Certification Training - JLBOCES - October 28, 2016
  - Kelley Fahey - Effective Teaching - JLBOCES - October 28, November 28, December 2,19 & 20, 2016
  - Staci Martin - Effective Teaching - JLBOCES - October 28, November 28, December 2,19 & 20, 2016
  - Brittany Mullens - Effective Teaching - JLBOCES - October 28, November 28, December 2,19 & 20, 2016
  - Stephanie Parker - Effective Teaching - JLBOCES - October 28, November 28, December 2,19 & 20, 2016
  - Stephanie Doney - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Stephanie Karandy - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Lindsay Labiendo - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Carrie LaSage - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Daniel Mincer - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Amy O'Riley - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Jannell Pickeral - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Julia Russell - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Dustin Newvine - STANYS 121<sup>st</sup> Annual Conference & General Meeting - Rochester, NY - November 4,5,6 & 7, 2016
  - Cammy J. Morrison - Statewide School Finance Consortium - Lake Placid, NY - November 14, 2016
  - Lisa K. Smith - Statewide School Finance Consortium - Lake Placid, NY - November 14, 2016
  - Stephanie Karandy - Effective Instructional Practices for Diverse Learners - JLBOCES - November 29, 2016, January 10 and February 16, 2017
  - Amy O'Riley - Effective Instructional Practices for Diverse Learners - JLBOCES - November 29, 2016, January 10 and February 16, 2017
  - Stephanie Karandy - Teachers Institute: Teaching ELLs Across the Content Area - Liverpool, NY - December 9, 2016
  - Lisa M. VanBrocklin - NYSAA Training for ELA / Math - JLBOCES - January 10, 2017 (Jan. 20, 2017 snow date)
  - Lisa M. VanBrocklin - NYSAA Scoring of Science / Social Studies - JLBOCES - February 8,9 & 10, 2017 (Feb. 14,16, and 17, 2017 snow dates)
  - Kathryn Bogart - Elementary Make & Take - JLBOCES - October 27, 2016
  - Kate Wiley - Elementary Make & Take - JLBOCES - October 27, 2016
  - Rebecca Dupee - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Dionne Hamilton - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Nancy K. Hardwick - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Ellen Sheen - Project Based Learning Training - GB JSHS - November 2,3,9 & 10, 2016
  - Kathaleen Beattie - PBIS Conference: Essential Systems for Improving Student Behavior - OCM BOCES - November 4, 2016
  - Amy O'Riley - Teachers Institute: Teaching ELLs Across the Content Area - Liverpool, NY - December 9, 2016
4. Approval of Financial Reports as listed: June / July / August 2016
- Appropriation Report – All Funds
  - Revenue Report – All Funds
  - Treasurer's Cash Reports
  - Claims Auditor Monthly Reports
  - Approval of General Fund Warrant "A"
  - Approval of Federal Fund Warrant "B"
  - Approval of Food Service Warrant "C"
  - Approval of Trust & Agency Warrant "T"
  - Approval of Extra-Curricular Activity Fund

**REGULAR AGENDA**

**Other Discussion and Action**

1. Public Comments - No requests at this time.
2. Ongoing Agenda Items:
  - Academic Update:
    - ❖ None at this time.
  - Policy Review:
    - ❖ None at this time.
3. Board Information - Payment In Lieu of Taxes (“friendship”) payments received from Frontier Housing Corporation as follows:
  - \$2500 / Poole Memorial Park Apartments / 2013
  - \$2500 / Poole Memorial Park Apartments / 2014
  - \$1000 / Smith Hill Apartments / 2013
  - \$1000 / Smith Hill Apartments / 2014
4. Board Information - Payment In Lieu of Taxes (“friendship”) payments received from PBK Property Management, LLC as follows:
  - \$400 / Brown Park Housing Corporation / 2016
5. Board Discussion / Action - Approval of the Constitution and formation of the following organization, with Mrs. Carrie LaSage to serve as advisor for the 2016-2017 school year:
  - **Teen Advisory Group** (formerly the Library Club)

Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 7-0.
6. Board Action - Approval of **Substitute Instructional and Non-Instructional Personnel-Item #10D**, as continued from the Organizational Meeting held July 1, 2016:
  - **Jeralee Jobson** - Substitute Teacher

Motion for approval by Michael Ward, seconded by Sandra Klindt, with motion approved 7-0.
7. Board Action - Approval of **2016-2017 Class/Club Advisors** as follows:  
 Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.

Club/Class	Advisor	Club/Class	Advisor
Class of 2017	Ellen Sheen	International Club International Club	Amy O’Riley Jannell Pickeral
Class of 2017	Samantha Streiff	Key Club Key Club	Samantha Streiff Daniel Mincer
Class of 2018	Jon Murphy	Teen Advisory Group	Carrie LaSage
Class of 2018	Susan Menapace	Performing Arts	Frances Seymour
Class of 2018	Donna Keefer	Performing Arts	Corrine Willis
Class of 2019	Jannell Pickeral	Physics/Calculus Club	Susan Menapace
Class of 2019	Lindsay Labiendo	Physics/Calculus Club	Dustin Newvine
Class of 2020	TBD	Recycling Club	Jennifer Nelson
Class of 2020	TBD	SADD	Melissa Zehr
Class of 2021	TBD	Student Council	Michelle Lamon
Class of 2021	TBD	Student Council	Brien Nortz
Class of 2022	TBD	Whiz Quiz	William Covey
Class of 2022	TBD	Yearbook	Casilda Peckham
Jr. Honor Society	Lindsay Labiendo	FCCLA	Hannah Cottrell
Sr. Honor Society	Carrie LaSage	GB Gazette	Michelle Lamon
Sr. Honor Society	Nancy Hardwick		

8. Board Action - Approval is requested for the **General Brown CSD to combine with the Immaculate Heart CSD** (host) for the purpose of athletic competition, pending the approval of NYSPHSAA Section III, to compete in the sport/gender of Boys’ Ice Hockey at the Varsity level for the 2016-2017 school year.  
 Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 7-0.

9. Board Action - Approval is requested to allow **Danny Harvill, Camrie Cronrath, Damien Zawatski and Craig Schiff**, to participate with the Immaculate Heart CSD Hockey Team for the 2016-2017 hockey season, contingent upon the parents signing a liability statement releasing General Brown CSD from all liability, transportation and equipment costs and any other fees where applicable.  
Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 7-0.
10. Board Action - Approval of **School Tax Collector Report**  
Motion for approval by Brien Spooner, seconded by Michael Ward, with motion approved 7-0.
11. Board Action - Approval of **Changes/Corrections to the 2016 Tax Roll** for the following parcels:
  - Daniel A. Dingman / Parcel # 81.00-1-4.22 / -\$281.00
  - Michael & Karen Christie / Parcel # 73.72-1-21.4 / -\$281.00
 Motion for approval by Michael Ward, seconded by Sandra Klindt, with motion approved 7-0.
12. Board Action - Adoption of the following **Resolution for Lead Evaluator of Teachers:**  
**WHEREAS**, the Board of Education has been provided evidence that the following have completed training which meets the requirements of 8 NYCRR 30-2.9 and the General Brown Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of Teachers, therefore:  
**BE IT RESOLVED, that upon recommendation of the Superintendent of Schools, the following be certified as Lead Evaluator of Teachers:**
  - Kathaleen Beattie
  - Hope Ann LoPresti
  - David Ramie
  - Lisa K. Smith
  - Babette Valentine
  - Joseph O'Donnell (\*pending re-certification on October 28, 2016)
  - John Wells (\*pending re-certification on October 28, 2016)
 Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 7-0.
13. Board Action - Approval is requested to excess obsolete/unusable equipment per BOE Policy #5250:
  - 1995 Chevrolet pickup truck #1GCGK24K1SE226991
 Motion for approval by Daniel Dupee, seconded by Michael Ward, with motion approved 7-0.
14. Board Action - Approval of **Committee on Special Education Reports.**  
Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.

**ADMINISTRATIVE REPORTS** - For information only

15. Operations Report
16. Brownville-Glen Park and Dexter Principal Report
17. Jr.-Sr. High School Principal Report
18. Athletic Director / Discipline Report
19. Curriculum Coordinator Report
20. Director of Student Services Report
21. School Business Official Report
22. Superintendent Report

**CORRESPONDENCE AND COMMUNICATIONS** - For information only

23. Correspondence Log

**RECOMMENDATIONS AND ACTION**

24. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to appoint **Tara Cole** as **School Social Worker** in the teaching tenure area of **School Social Worker**, pending the District's receipt of final approval of certification with an effective date of **October 4, 2016** and with an **Annual Salary of \$44,309 (prorated) Step 1, MB+39.**  
Motion for approval by Michael Ward, seconded by Sandra Klindt, with motion approved 7-0.
25. Board Action - Personnel Changes as listed:  
A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed:  
RECOMMENDATION and ACTION is made by Daniel Dupee, and seconded by Sandra Klindt. Motion is approved 7-0.

(A) Retirements:

Name	Position	Effective Date
Steven Hoff	Industrial Arts Teacher	*June 23, 2017 (*amended from December 13, 2016)



(B) Resignations as listed:

Name	Position	Effective Date
<b>John Middlestate</b>	Mechanic Helper / Driver	9/28/2016

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
<b>Marjorie Cuddeback</b>	Teacher Assistant	\$16,780 annually (prorated), Step 1	4-Year Tenure Track Appointment	10/4/2016
<b>Darrick W. Smith</b>	7-Hour Aide	\$12,294 annually (prorated), Step 1	N/A	10/4/2016

(D) PAID Coaching Appointments as listed:

Name	Fall 2016 Sports	Coaching Certification	Effective Date
<b>Andrew T. Shaw</b>	Varsity Football	(Appointed effective 9/13 as Unpaid Coach-Change to Paid)	9/13/2016
<b>James Covey</b>	Varsity Boys Basketball	Teacher-Coach*	10/4/2016
<b>Michael Hartle</b>	Varsity Wrestling	Teacher-Coach*	10/4/2016
<b>Chad O. Snow</b>	Modified Wrestling	Temporary Coaching License****	10/4/2016
<b>Katie (Clough) St. Pierre</b>	Modified Girls Basketball	Teacher-Coach*	10/4/2016

(E) UNPAID Coaching Appointments as listed:

Name	Fall 2016 Sports	Coaching Certification	Effective Date
<b>Robert Pickeral</b>	Varsity Football	(Appointed effective 8/9 as Paid Coach-Change to Unpaid)	9/13/2016

**Coaches possess the following [as mandated by NYSED]:**

- Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance \*
- Temporary or Professional Coaching License and/or 2<sup>nd</sup>-4<sup>th</sup> Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance \*\*\*\*

26. Board Action - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees' fingerprints for employment have been submitted to SED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Marjorie Cuddeback** - Teacher Assistant
- **Darrick W. Smith** - Aide

Motion for approval by Jamie Lee, seconded by Brien Spooner, with motion approved 7-0.

**ITEMS FOR NEXT MEETING Monday, November 7, 2016 - 5:15 p.m. - Brownville Glen Park Elementary School**

27. Introduction of new staff members to the Board of Education

**EXECUTIVE SESSION**

28. **A motion is requested to enter executive session** for the discussion of contract negotiations pursuant to Article 14 of the Civil Service Law.

Motion for approval by Brien Spooner, seconded by Daniel Dupee, with motion approved 7-0. Time entered: 6:00 p.m.

**RETURN TO OPEN SESSION**

**A motion is requested to adjourn the executive session and reconvene the regular meeting.**

Motion for approval by Cathy Pitkin, seconded by Brien Spooner, with motion approved 7-0. Time: 6:36 p.m.

**MOTION FOR ADJOURNMENT**

29. **There being no further business or discussion,** a motion is requested adjourn the regular meeting.

Motion for approval by Cathy Pitkin, seconded by Daniel Dupee, with motion approved 7-0. Time adjourned: 6:36 p.m.

Respectfully submitted:

\_\_\_\_\_  
Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated October 3, 2016

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Special Meeting**  
Unapproved Minutes  
**October 17, 2016**  
District Conference Room

**SPECIAL MEETING**

The meeting was called to order at 5:30 p.m. by President West followed by the Pledge of Allegiance.

**Members Present:** Jeffrey West, President; Daniel Dupee II, Vice President; Sandra Young Klindt; Brien Spooner; Jamie Lee; Cathy Pitkin; and Michael Ward

**Others Present:** Cammy J. Morrison, Superintendent of Schools; Debra Bennett, District Clerk

**EXECUTIVE SESSION**

1. **A motion is requested to enter executive session** for the discussion of contract negotiations pursuant to Article 14 of the Civil Service Law.  
Motion for approval by Michael Ward, seconded by Sandra Klindt, with motion approved 7-0. Time entered: 5:32 p.m.

**RETURN TO OPEN SESSION**

**A motion is requested to adjourn the executive session and reconvene the regular meeting.**

Motion for approval by Michael Ward, seconded by Jamie Lee, with motion approved 7-0. Time: 6:00 p.m.

**MOTION FOR ADJOURNMENT**

2. **There being no further business or discussion,** a motion is requested adjourn the regular meeting.  
Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 7-0. Time adjourned: 6:01 p.m.

Respectfully submitted:

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Debra L. Bennett - District Clerk

- Supporting documents may be found in supplemental file dated October 17, 2016

## CONCUSSION MANAGEMENT

### Concussion Management Policy

The Board of Education of the General Brown Central School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.

A concussion is a mild traumatic brain injury. Concussions occur when normal brain functioning is disrupted by a blow or jolt to the head. Signs and symptoms include, but are not limited to: amnesia, confusion, dizziness, headache, loss of consciousness, nausea, poor attention, poor coordination, slurred speech, visual disturbance, and vomiting. Recovery from a concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While District staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, school nurses, athletic trainers and other appropriate staff will receive biennial training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. In the event that there is any doubt as to whether a pupil has sustained a concussion, it shall be presumed that he or she has been so injured until proven otherwise. If the school nurse is not available at the time signs, symptoms, or behaviors consistent with a concussion are exhibited, the athletic trainer or coach or staff member in charge of supervising the student will notify the student's parents or guardians and recommend appropriate monitoring to them. The School Nurse must be notified about the situation so to follow up and monitor the progress of the recovery.

If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the District expects the parent/legal guardian to report the condition to the School Nurse so that the district can support the appropriate management of the condition.

The student shall not return to school or activity until authorized to do so by an appropriate health care professional. The school's chief medical officer will make the final decision on return to activity including physical education class and after school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

The Superintendent, in consultation with appropriate District staff, including the chief school medical officer, will develop regulations and protocols to guide the return to activity.

STUDENTS

CONCUSSION MANAGEMENT

Education

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~~Concussion education should be provided to all physical education teachers, coaches, school nurses, athletic trainers, and other relevant staff members on a biennial basis. Education of parents should be accomplished through preseason meetings for sports and/or informational sheets provided to parents. Education should include, but not limited to, the definition of concussion, signs and symptoms of concussions, how concussions occur, practices regarding prevention of concussions, management of the injury, and the protocol for return to activity and interscholastic athletics. The protocols will cover all students returning to school after suffering a concussion regardless if the accident occurred outside of school or while participating in a school activity.~~

Concussion Management Team

~~The District will assemble a concussion management team (CMT). The CMT will consist of the chief medical officer, a school nurse, the athletic director or director of physical education, and one or more board appointed coaches. The District's CMT should coordinate training for all administrators, teachers, coaches and parents. Trainings should be mandatory for all coaches, assistant coaches, and volunteer coaches that work with student athletes regularly. In addition, the CMT is responsible for reviewing and providing all the information related to concussions provided to athletes, parents, and coaches. Parents must be made aware of the school district's policy and how these injuries will ultimately be managed by school officials.~~

~~Training should include, but not be limited to, the definition of concussion, signs and symptoms of concussion, how concussions occur, practices regarding prevention of concussions, management of the injury, and the protocol for return to activity and interscholastic athletics. Particular emphasis should be placed on the fact that no athlete will be allowed to return to play the day of injury and also that all athletes must obtain appropriate medical clearance prior to returning to play or school. The CMT will act as a liaison for any student returning to school and/or play following a concussion. The CMT will review and/or design an appropriate plan for the student while the student is recovering.~~

**New Update 09/23/16**

I. Policy

The Board of Education of the General Brown Central School District recognizes the importance of raising awareness about concussion throughout the school community and to educate students, parents and others about how to prevent, recognize and respond to concussions.

II. Definition

CONCUSSION MANAGEMENT

For purposes of this policy, concussion is defined as a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head or brain to move rapidly back and forth.<sup>1</sup>

## III. Staff Qualification

Each school coach, physical education teacher, nurse, and certified athletic trainer, who works with and/or provides instruction to pupils engaged in school sponsored athletic activities, shall complete, on a biennial basis, a course of instruction relating to recognizing the symptoms of mild traumatic brain injuries and monitoring and seeking proper medical treatment for pupils who suffer mild traumatic brain injuries. This course must be approved by the State Education Department. Coaches may also meet the mandatory training every two (2) years by taking the approved course Concussion in Sports-V2.0 from the National Federation of State High School Associations or Center for Disease Control and Prevention.

## IV. Awareness and Acknowledgement

- A. While district staff will exercise reasonable care to protect students, head injuries may still occur. Any student exhibiting signs, symptoms or behaviors associated with concussion while participating in a school sponsored class, extracurricular activity, or interscholastic sport shall be removed from the class, game, or activity and be evaluated as soon as possible by an appropriate health care professional. The coach, advisor, school nurse or doctor will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians. In the event that there is any doubt as to whether a student has sustained a concussion, it shall be presumed that the student has been so injured until proven otherwise.
- B. If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the district expects the parent/legal guardian to report the condition to the school nurse so that the district can support the appropriate management of the condition.
- C. Any permission form or consent form required to be signed and returned as a condition of participation in interscholastic sports will include a copy of the information posted on the State Education Department's website relating to mild traumatic brain injury, as referenced in Section 136.5(c)(1) of the Commissioner's Regulations.
- D. The District's website shall include a link to the State Education Department's website page relating to mild traumatic brain injury.

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<sup>1</sup> Center for Disease Control and Prevention <http://www.cdc.gov/concussion/sports/index.html>

CONCUSSION MANAGEMENT

V. Return to School and/or Activity

- A. The student shall resume athletic activity only after he/she have been symptom free for not less than twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician.
- B. The school district medical director will make the final decision on return to activity including physical education class and interscholastic athletic activity.
- C. Authorization shall be kept on file in the student’s permanent health record.
- D. The District shall follow any directives issued by the student’s treating physician with regard to limitations and restrictions on school attendance and activities for the student.
- E. Any student who continues to have signs or symptoms upon return to school and/or activity must be removed from school sponsored class, extracurricular activity, or interscholastic athletic activity and re-evaluated by a licensed physician.

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General Brown Central School District  
 Legal Ref: 8 NYCRR 136.5; NYS Education Law Section 305(42)  
 Adopted: 5/10/10, 06/11/12  
 Revised: \_\_\_\_\_

# *General Brown Central School District*



## **Long Range Financial Plan and Fund Balance Management 2016-2017**

The mission of the General Brown Central School District is to prepare and inspire each student to meet future challenges.

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## ❖ **The Purpose and Benefit of Long Range Planning**

Multiyear planning improves management and service delivery and allows for early identification of potential problems. It aids in projecting the future costs of existing services, and in determining whether existing revenue streams will be sufficient to cover these costs by the end of the planning period.

Multiyear financial planning provides information needed for program evaluation. It helps District officials examine the need for new programs, given projected growth and demographic changes. Multiyear planning also allows District officials to look at the efficiency and effectiveness of existing programs and determine what improvements are needed.

### ***Strategic Action Plan***

The School District needs to maintain, at all costs the high academic standards of our students, as they are the future of the district and will become our witness as to how we have passed or failed our mission. In December, 2014, the Board of Education approved an update to the Strategic Action Plan for the District (originally developed in 2010), which states the focus for success is to only support those programs which are consistent with the goals of the plan. The District will continue to focus on effective academic programs, implementation of the Common Core Learning Standards, and recruitment and retention of high-quality staff.

## ❖ **School District Revenues**

### **Local Tax Levy**

The tax levy is the total dollars that a school district collects from property owners within the district in order to balance its budget. The levy is determined after accounting for all other sources of income, including state aid.

The tax rate is used to calculate what each property owner will pay in school taxes. The district tax levy rate is just one factor, along with assessment rates and equalization rates that figure into determining the tax rate. The district does not set individual tax rates.

At the end of June 2011, the New York State Legislature enacted a property tax “cap” that seeks to limit the annual increase in the tax levies of local governments and school districts.

Although the new law has been referred to as a “2 percent tax cap,” it does not, in fact, restrict any proposed tax levy increase to 2 percent. What it does is establish a tax levy limit (which will be determined by each district according to an eight-step, complex formula dictated by the law, and will vary by district) that determines the number of votes needed to pass a school budget. For the 2014-2015 fiscal year, the taxpayers voted to override the tax cap with 60% supermajority.

### **State and Federal Aid**

About 63% of total revenues are procured through State and Federal Aid. In 2009, the State announced drastic reductions in State Aid to Schools through the Gap Elimination Adjustment (GEA) in order to balance the State budget. To date, the District has lost over 7.8 million dollars through the GEA. The State eliminated the Gap Elimination Adjustment for the 2016-2017 fiscal year. The State has also placed periodic freezes on Foundation Aid. State budget

controls funding for many districts that derive a high percentage of their revenue from State Aid. Long Range planning becomes difficult, if not impossible, without consistent expectations of State Aid revenue. Even after the State passes their budget on time, our funding stream may still be disrupted and payments extended past the original schedule due to lack of cash flow from the State. Given the economic climate and state of the State, the school system has found ways to save money and consolidate services whenever possible.

## ❖ **School District Expenditures**

The periodic freezes on Foundation Aid and the Gap Elimination Adjustments applied over the last 6 budget cycles has created a funding cliff on the revenue side of the budget. This coupled with escalating health care, retirement contributions and contractual obligations has posed significant challenges for the Board of Education as they prepare a spending plan each year.

In 2013, following years of depleting the District's fund balance, the District was forced to significantly decrease expenses through layoffs. This marked decrease in expenditures was the beginning of financial recovery for the District. After losing 46 positions, the District was able to restore many positions during the 2015-2016 and 2016-2017 school years and replenish reserve accounts that had been depleted during the economic downturn.

Employee compensation and related fringe benefit costs is the largest area of expense. These costs are mainly affected by two controllable factors: number of staff and contracts with collective bargaining units. The District employs approximately 200 full and part time employees. The teachers' association and the school related professionals' collective bargaining agreements both expire on June 30, 2019. The Administrators recently formed a union and the collective bargaining agreement is currently under negotiation.

Each year, the rising cost of providing pension and insurance benefits, factors beyond the district's control, complicates the development of the annual school budget. Health insurance costs have been increasing by 3-10% each year.

Both the New York State Teachers' Retirement System (TRS) and Employees' Retirement System (ERS) employer contribution rates have risen every year from 2002 through 2013. In 2014, we began to see contribution rates stabilize with a decrease realized in 2015 and 2016.

## **Bus Purchases**

The District is on a bus replacement schedule that calls for the purchase of 3 new buses each year. The bus replacement plan evens out the transportation costs and ensures that buses are replaced every eight years. Planned purchasing insures that the district has safe buses to transport students. As buses exceed their warranty and mileage recommendations, they become more costly to maintain and less efficient to run. Most of the purchase price is reimbursed through state transportation aid when purchased with local taxpayer dollars.

## ❖ **Looking to the future - Financial Analysis/Plan**

Under the Office of the State Comptroller's fiscal stress monitoring system, the District has improved from a District with "significant" fiscal stress in 2013 to a District with "no designation" in 2015.

## 9 Year Financial Analysis

General Brown Central School District									
Four Year Financial Plan, Fiscal Years 2017-2020									
General Fund									
	Actual					Estimated	Projected		
	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Revenues</b>									
Real Property Tax Items	6,227,819	6,404,856	6,743,506	7,214,216	7,361,589	7,563,050	7,714,311	7,868,597	8,025,969
Charges for Services	25,804	37,209	40,802	46,018	182,890	100,000	105,000	110,250	115,763
State Aid	11,538,230	12,149,456	12,942,528	12,893,156	12,866,742	12,885,906	13,272,483	13,537,933	13,808,692
Federal Aid	53,111	139,998	136,443	100,997	92,792	90,000	91,800	93,636	95,509
Other (includes Sale of Property, Misc.)	2,167,007	628,395	548,366	542,422	424,162	250,000	300,000	350,000	400,000
Interfund Transfers	213,928	96,000	96,000	0	0	10,000	10,000	100,000	200,000
<b>Total Revenues and Other Sources</b>	<b>\$20,225,899</b>	<b>\$19,455,914</b>	<b>\$20,507,645</b>	<b>\$20,796,809</b>	<b>\$20,928,175</b>	<b>\$20,898,956</b>	<b>\$21,493,594</b>	<b>\$22,060,416</b>	<b>\$22,645,932</b>
<b>Expenditures by Function</b>									
General Support	1,947,574	1,939,108	1,790,722	1,847,275	2,020,338	2,224,000	2,279,600	2,336,590	2,395,005
Instruction	9,631,461	10,269,002	9,421,391	9,737,207	10,105,756	10,650,000	10,863,000	11,134,575	11,412,939
Pupil Transportation	1,027,520	2,437,480	1,309,155	931,740	847,933	920,000	938,400	957,168	976,311
Employee Benefits	4,649,277	4,928,113	4,854,351	4,899,161	4,883,527	5,302,000	5,567,100	5,845,455	6,137,728
Debt Service (Principal and Interest)	2,213,660	2,236,638	2,237,625	1,586,482	1,107,975	1,075,362	<sup>1</sup> 1,229,712	1,237,303	<sup>2</sup> 1,234,850
Interfund Transfers	205,208	335,490	314,148	321,596	450,848	465,000	465,000	375,000	375,000
<b>Total Expenditures and Other Uses</b>	<b>\$19,674,700</b>	<b>\$22,145,831</b>	<b>\$19,927,392</b>	<b>\$19,323,461</b>	<b>\$19,416,377</b>	<b>\$20,636,362</b>	<b>\$21,342,812</b>	<b>\$21,886,091</b>	<b>\$22,531,833</b>
<b>Surplus (Deficit)</b>	<b>\$551,199</b>	<b>(\$2,689,917)</b>	<b>\$580,253</b>	<b>\$1,473,348</b>	<b>\$1,511,798</b>	<b>\$262,594</b>	<b>\$150,782</b>	<b>\$174,325</b>	<b>\$114,098</b>
<b>Budgetary Reserves</b>									
Fund Equity, Beg. of Year	\$3,493,705	\$4,044,904	\$1,354,987	\$1,935,240	\$3,408,588	\$4,920,386	\$5,182,980	\$5,333,762	\$5,508,087
Fund Equity, End of Year	4,044,904	1,354,987	1,935,240	3,408,588	4,920,386	5,182,980	5,333,762	5,508,087	5,622,186
Nonspendable and Restricted Fund Balance	2,576,367	828,586	326,849	1,616,916	3,182,752	3,150,000	3,300,000	2,000,000	1,900,000

<sup>1</sup> Includes commencement of Energy Performance Contract Lease  
<sup>2</sup> Does not include anticipated future Capital Project

## ❖ **The Purpose and Benefit of Fund Balance Management**

The Board of Education and Administration considers several aspects of Fund Balance in balancing the overall fiscal health of the District.

### **Why do we need Fund Balance?**

Fund balance is necessary in order to cover cash flow deficits in the summer and to plan for future liabilities as well as to accommodate unforeseen issues. A good Fund Balance Management Plan will substantially reduce or eliminate a negative effect on the normal operation of our District in order to accommodate liabilities that may arise. The General Fund budget voted upon by the community is established to pay for the expenses for that year. There is little room in that budget to pay for extraordinary or unanticipated expenses. We create Fund Balance with the idea that we can support future liabilities – known and unknown – without negatively affecting the instructional program or the taxpayers.

### **How is Fund Balance created?**

Fund Balance is created when unexpended funds remain at the end of the fiscal year primarily by the design and management of annual district budgets. Over the last several years, the General Brown Central School District Board of Education and Administration have been improving their efforts at prudent budget design. We have been conservative with our revenue estimates by acknowledging that the executive and legislative budget proposals are simply projections and estimates... not a guarantee of funding to the district. The actual dollars to be received from the state are not provided to us until November of the year following the vote. By being conservative, we avoid the risk of over stating budgeted revenues.

The appropriate development of the expenditure side of each budget is another area that has progressed and increased in accuracy in recent years. As a strategy to avoid unanticipated expenditures in the budget, the Board of Education strives to anticipate changes in regulations and student population. We receive updates from many sources in Albany and share information received by both the Superintendent and School Business Official from these sources in order to develop the most accurate financial plans possible. We work with the building administrators and department supervisors much more closely to determine changes in placements and programming for the future. Even after the budget is adopted, we monitor the fiscal plan on at least a weekly and sometimes more frequent basis looking for variances from our assumptions.

### **GASB 54**

As of June 30, 2011, GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was issued, which replaced fund balance classifications with the following:

### **Fund Balance Classifications**

***Nonspendable*** – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid

items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

**Restricted** – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

**Committed** – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government’s highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

**Assigned** – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government’s highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.

**Unassigned** – represents the residual classification for the government’s general fund, and could report a surplus or deficit, limited to 4 percent of the annual budget.

## ❖ **Fund Balance and Reserve Plan**

Reserve Funds, like other savings plans, are mechanisms for accumulating cash for future capital outlays and other allowable purchases. The practice of planning ahead and systematically saving for contingencies is considered prudent management. The District feels strongly that Reserves must be funded adequately in order to serve as a revenue source during periods of economic downturn and/or State Aid decreases. This helps safeguard against the loss of educational programming/services and dramatic increases in the tax levy. The District uses conservative budgeting practices to ensure adequate funding of the following reserves and fund balance categories:

**Unassigned Fund Balance** – These funds are unrestricted and may be used for any valid purpose. They are used for unanticipated, unbudgeted expenditures.

Funding Target: 3-4% of the ensuing year’s budget

**Assigned Appropriated Fund Balance** – These funds are set aside and returned to the community by lowering the required tax levy of the ensuing year’s budget. They also provided the necessary cash flow during the summer months.

Funding Target: \$800,000 - \$1,000,000

**Unemployment Reserve** – This reserve fund is used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants.

Funding Target: \$170,000 - \$255,000 (2-3% of payroll)

**Workers' Compensation Reserve** – The purpose of this reserve fund is to pay for compensation benefits and other expenditures authorized by Article 2 of the Workers' Compensation Law, and for payment of expenditures of administering this self-insurance program.

Funding Target: \$300,000 (Three years of anticipated medical expense claims and administrative costs)

**Capital Reserve** – The Capital Reserve Fund is used to pay the cost of any object or purpose for which bonds may be issued. Voter authorization is required for both the establishment of the reserve and payments from the reserve.

Funding Target: \$1,800,00

**Employee Benefit Accrued Liability** – The purpose of this account is to reserve funds for the payment of any accrued employee benefit due an employee upon termination of the employee's service.

Funding Target: \$290,000 (Actual calculated short-term and long-term liability for employees' unused accumulated leave time)

**Retirement Contribution Reserve** – This reserve fund is used to pay for district expenses to the NYS Employees' Retirement System only.

Funding Target: \$1,400,000 (Four years of anticipated contribution amounts)

**General Brown Central School District  
Historical Review of Fund Balance  
2007-2008 to 2015-2016**

<b>Year Ending</b>	<b>Unemployment Reserve</b>	<b>Retirement (ERS only) Reserve</b>	<b>Workers Compensation Reserve</b>	<b>Employee Benefits Accrued Liability Reserve</b>	<b>Capital Reserve</b>	<b>Appropriated Fund Balance</b>	<b>Unappropriated Fund Balance</b>	<b>TOTAL</b>
2007-2008	\$374,162	\$0	\$0	\$446,267	\$0	\$1,490,000	\$606,304	\$3,021,032
2008-2009	\$360,985	\$452,676	\$0	\$0	\$0	\$1,490,000	\$1,292,015	\$2,782,015
2009-2010	\$327,096	\$454,424	\$0	\$0	\$0	\$1,195,355	\$2,268,903	\$4,245,778
2010-2011	\$301,605	\$773,551	\$203,049	\$90,255	\$0	\$1,195,000	\$816,000	\$3,379,460
2011-2012	\$274,135	\$457,419	\$113,563	\$81,083	\$0	\$895,000	\$420,820	\$2,242,020
2012-2013	\$263,932	\$50,419	\$17,563	\$28,475	\$0	\$459,345	\$0	\$819,734
2013-2014	\$233,939	\$50,419	\$17,563	\$11,126	\$0	\$895,000	\$677,822	\$1,885,869
2014-2015	\$233,939	\$1,150,419	\$117,563	\$101,193	\$0	\$895,000	\$781,430	\$3,279,544
2015-2016	\$233,940	\$1,150,419	\$117,563	\$101,236	\$1,500,000	\$895,000	\$789,337	\$4,787,495

**GENERAL BROWN CENTRAL SCHOOL DISTRICT**

**Donna Keefer  
SCHOOL TAX COLLECTOR**

**Board of Education Meeting October 3, 2016**

<b>2016 Adjusted WARRANT TOTAL</b>	<b>\$ 6,759,184.71</b>
<b>Total Monies Deposited as of November 2, 2016</b>	<b>\$ 6,001,986.58</b>
<b>Duplicate/Overpayments</b>	<b>\$ 13,625.10</b>
<b>Total</b>	<b>\$ 6,015,511.68</b>
<b>Total Tax Collected Group 1 - Full Payments/Manual</b>	<b>\$ 5,629,213.64</b>
<b>Total Tax Collected Group 1 - Full Payments/Internet</b>	<b>\$ 115,868.32</b>
<b>Group 1 Penalty Charges</b>	<b>\$ 1,292.72</b>
<b>Total Collected Group 1</b>	<b>\$ 5,746,374.68</b>
<b>Total Collected Group 2 - Installment Payments</b>	<b>\$ 234,506.70</b>
<b>Group 2 Installment Service Charges</b>	<b>\$ 21,105.20</b>
<b>Total Collected Group 2</b>	<b>\$ 255,611.90</b>
<b>Total Collected Group 1 and Group 2 (plus penalty &amp; service charge)</b>	<b>\$ 6,001,986.58</b>
<b>2016 Adjusted Tax Warrant( SEE ATTACHED)</b>	<b>\$ 6,757,998.84</b>
<b>Taxes Collected as of November 2, 2016</b>	<b>\$ 6,001,986.58</b>
<b>Outstanding Tax as of November 2, 2016</b>	<b>\$ 756,012.26</b>

**Respectfully submitted:  
Donna Keefer  
School Tax Collector**



**General Brown Central School 2016  
Tax Warrant**

<b>Description:</b>	<b>Original Amount:</b>	<b>Adjustments:</b>	<b>Current Amount:</b>
School Tax	32568.27	0.00	32568.27
Library Tax	210.01	0.00	210.01
School Tax	4455301.64	0.00	4455301.64
Library Tax	28730.10	0.00	28730.10
STaR Savings	-809803.25	-562.00	-810365.25
School Tax	275128.51	0.00	275128.51
Library Tax	1774.16	0.00	1774.16
School Tax	2256856.80	-1178.27	2255678.53
Library Tax	14553.47	-7.60	14545.87
SchoolTax	501194.98	0.00	501194.98
Library Tax	3232.02	0.00	3232.02
<b>Bill Count:</b> 5269	<b>Totals:</b> 6759746.71	-1747.87	6757998.84



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR CORRECTED TAX ROLL
FOR THE YEAR 20 16

Part 1: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

HSW Properties, LLC

1a. Name of Owner

1001 Lexington Avenue

Rochester, NY 14606

1b. Mailing Address

64.17-1-20

Day( ) Evening( )

2. Telephone Number

23619 NYS Route 342

Town of Pamela

3. Parcel Location (if different than 1b.)

4. Description of real property as shown on tax roll or tax bill (Include tax map designation)

5. Account No.

6. Amount of taxes currently billed

7. I hereby request a correction of tax levied by General Brown School District
(county/city/school district; town in Westchester County; non-assessing unit village)

for the following reasons (use additional sheets if necessary): Structure was demolished prior to March 1, 2016;

total assessment should be land only (\$13,300)

September 28, 2016

Date

Handwritten signature of applicant

Signature of Applicant

RECEIVED OCT 3 2016 GENERAL BROWN CSD DISTRICT OFFICE

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received:

Period of warrant for collection of taxes:

Last day for collection of taxes without interest:

Recommendation: [X] Approve application\*

[ ] Deny Application

9/30/16

Date

Handwritten signature of County Director

Signature of County Director

\*[ ] If box is checked, this copy is for assessor and board of assessment review of city/town/village of which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION (Insert Number or Date)

APPLICATION APPROVED

Amount of taxes currently billed: \$ 978.39

Notice of approval mailed to applicant on (enter date):

Corrected tax: \$ 224.35

Order transmitted to collecting officer on (enter date):

APPLICATION DENIED

Reason:

Seal of Office

Date

Signature of Chief Executive Officer or Official Designated by Resolution

**Part IV. For use by COLLECTING OFFICER:**

Payment may be made without interest and penalties ONLY if (1) the application has been filed with the County Director during the period when taxes may be paid without interest (see "Date application received" in Part II of this form) AND (2) the corrected tax is paid within eight days of the date on which the notice of approval is mailed to the applicant (see Part III of this form). If either of these conditions is not satisfied, interest and/or penalties must be paid on the corrected tax.

RECEIVED  
OCT 3 2016  
GENERAL BROWN CSD  
DISTRICT OFFICE

Order from tax levying body received:

Corrected tax due: \$ \_\_\_\_\_  
Interest and penalties (if applicable): \$ \_\_\_\_\_  
Total corrected tax due: \$ \_\_\_\_\_

\_\_\_\_\_ Date

Tax roll corrected:

\_\_\_\_\_ Date

Tax bill corrected:

\_\_\_\_\_ Date

Application and Order annexed to tax roll:

\_\_\_\_\_ Date

Payment of corrected tax received:

\_\_\_\_\_ Date

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Collecting Officer

# GENERAL BROWN SCHOOL: SCHOOL 2016 TAXES

FISCAL YEAR: 07/01/2016 to 06/30/2017      WARRANT DATE: 08/08/2016      STATE AID - COUNTY: \$0.00      SCHOOL: \$12,885,906.00

**MAKE CHECK PAYABLE TO:**

**DONNA KEEFER**  
**SCHOOL TAX COLLECTOR**  
**17643 CEMETERY ROAD**  
**PO BOX 530**  
**DEXTER, NY 13634**

BANK	BILL NUMBER	PAGE
	264218	1 OF 1

**PROPERTY INFORMATION:**

**TAX MAP #:224889 64.17-1-20**

DIMENSION: 1.34 acres  
 RS: 1 CLASS: 1 Family Res  
 ADDRESS: 23619 NYS Rte 342  
 SCHOOL: General Brown  
 FULL MARKET VALUE: 101754.00  
 UNIFORM % OF VALUE: 57.00  
 ASSESSMENT: 58000  
 STAR SAVINGS: 0.00

**PROPERTY OWNER:**

HSW Properties LLC  
 1001 Lexington Ave  
 Rochester, NY 14606

**MEMORANDUM BILL**

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill.

LEVY DESCRIPTION	TAX LEVY	% Change From Prior YR Levy	RATE	TAXABLE VALUE	AMOUNT DUE
SCHOOL TAX	7521050	2.5000	16.76062500	58000.00	972.12
LIBRARY TAX	48500	0.0000	0.10808200	58000.00	6.27
<b>TOTAL TAXES DUE BY SEPTEMBER 30, 2016:</b>					<b>\$978.39</b>

**FULL PAYMENT OPTION**

From:	To:	Tax Amount:	Penalty:	Notice Fee:	Total Due:	Amount Paid:	Date Paid:
SEP 1	SEP 30, 2016	978.39			978.39		
OCT 1	OCT 31, 2016	978.39	19.57		997.96		
NOV 1	NOV 4, 2016	978.39	29.35		1007.74		

**INSTALLMENT PAYMENT OPTION**

<b>Installment 1</b>	<u>If Paid By:</u>	<u>Tax Amount:</u>	<u>Penalty:</u>	<u>Service Charge:</u>	<u>Notice Fee:</u>	<u>Total Due:</u>	<u>Amount Paid:</u>	<u>Date Paid:</u>
	SEP 30, 2016	326.13		29.35		355.48		
<b>Installment 2</b>	<u>If Paid By:</u>	<u>Tax Amount:</u>	<u>Penalty:</u>	<u>Service Charge:</u>	<u>Notice Fee:</u>	<u>Total Due:</u>	<u>Amount Paid:</u>	<u>Date Paid:</u>
Pay to County:	OCT 31, 2016	326.13				326.13		
<b>Installment 3</b>	<u>If Paid By:</u>	<u>Tax Amount:</u>	<u>Penalty:</u>	<u>Service Charge:</u>	<u>Notice Fee:</u>	<u>Total Due:</u>	<u>Amount Paid:</u>	<u>Date Paid:</u>
Pay to County:	NOV 30, 2016	326.13				326.13		

PLEASE RETURN ENTIRE BILL WITH YOUR PAYMENT

CHECK THIS BOX IF YOU WOULD LIKE A RECEIPT

# GENERAL BROWN SCHOOL: SCHOOL 2016 TAXES

FISCAL YEAR: 07/01/2016 to 06/30/2017      WARRANT DATE: 08/08/2016      STATE AID - COUNTY: \$0.00      SCHOOL: \$12,885,906.00

**MAKE CHECK PAYABLE TO:**

**DONNA KEEFER**  
**SCHOOL TAX COLLECTOR**  
**17643 CEMETERY ROAD**  
**PO BOX 530**  
**DEXTER, NY 13634**

**PROPERTY OWNER:**

HSW Properties LLC  
 1001 Lexington Ave  
 Rochester, NY 14606

BANK	BILL NUMBER	PAGE
	264218	1 OF 1

**PROPERTY INFORMATION:**

**TAX MAP #:224889 64.17-1-20**  
 DIMENSION: 1.34 acres  
 RS: 1 CLASS: 1 Family Res  
 ADDRESS: 23619 NYS Rte 342  
 SCHOOL: General Brown  
 FULL MARKET VALUE: 101754.00  
 UNIFORM % OF VALUE: 57.00  
 ASSESSMENT: 58000  
 STAR SAVINGS: 0.00

**MEMORANDUM BILL**

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill.

LEVY DESCRIPTION	TAX LEVY	% Change From Prior YR Levy	RATE	TAXABLE VALUE	AMOUNT DUE
SCHOOL TAX	7521050	2.5000	16.76062500	13300.00	222.92
LIBRARY TAX	48500	0.0000	0.10808200	13300.00	1.44
<b>TOTAL TAXES DUE BY SEPTEMBER 30, 2016:</b>					<b>\$224.36</b>

**FULL PAYMENT OPTION**

From:	To:	Tax Amount:	Penalty:	Notice Fee:	Total Due:	Amount Paid:	Date Paid:
SEP 1	SEP 30, 2016	224.36			224.36		
OCT 1	OCT 31, 2016	224.36	4.49		228.85		
NOV 1	NOV 4, 2016	224.36	6.73		231.09		

**INSTALLMENT PAYMENT OPTION**

Installment	If Paid By:	Tax Amount:	Penalty:	Service Charge:	Notice Fee:	Total Due:	Amount Paid:	Date Paid:
<b>Installment 1</b>	SEP 30, 2016	74.80		6.73		81.53		
<b>Installment 2</b>	Pay to County: OCT 31, 2016	74.78				74.78		
<b>Installment 3</b>	Pay to County: NOV 30, 2016	74.78				74.78		

PLEASE RETURN ENTIRE BILL WITH YOUR PAYMENT

CHECK THIS BOX IF YOU WOULD LIKE A RECEIPT



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR CORRECTED TAX ROLL
FOR THE YEAR 20 16

Part 1: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

HSW Properties, LLC
1a. Name of Owner
1001 Lexington Avenue
Rochester, NY 14606
1b. Mailing Address
64.17-1-19
Day( ) Evening ( )
2. Telephone Number
23631 NYS Route 342
Town of Pamela
3. Parcel Location (if different than 1b.)

RECEIVED
OCT 3 2016
GENERAL BROWN CSD
DISTRICT OFFICE

4. Description of real property as shown on tax roll or tax bill (Include tax map designation)
5. Account No.
6. Amount of taxes currently billed
7. I hereby request a correction of tax levied by General Brown School District
(county/city/school district; town in Westchester County; non-assessing unit village)

for the following reasons (use additional sheets if necessary): Structure was demolished prior to March 1, 2016;
total assessment should be land only (\$7,900)
September 28, 2016
Date
Signature of Applicant

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received:
Period of warrant for collection of taxes:
Last day for collection of taxes without interest:
Recommendation: [X] Approve application\* [ ] Deny Application
9/30/16
Date
Signature of County Director

\*[ ] If box is checked, this copy is for assessor and board of assessment review of city/town/village of which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION (Insert Number or Date)

APPLICATION APPROVED
Amount of taxes currently billed: \$ 565.10
Notice of approval mailed to applicant on (enter date):
Order transmitted to collecting officer on (enter date):
Corrected tax: \$ 133.210
APPLICATION DENIED Reason:

Seal of Office
Date
Signature of Chief Executive Officer or Official Designated by Resolution

**Part IV. For use by COLLECTING OFFICER:**

Payment may be made without interest and penalties ONLY if (1) the application has been filed with the County Director during the period when taxes may be paid without interest (see "Date application received" in Part II of this form) AND (2) the corrected tax is paid within eight days of the date on which the notice of approval is mailed to the applicant (see Part III of this form). If either of these conditions is not satisfied, interest and/or penalties must be paid on the corrected tax.

RECEIVED  
OCT 3 2016  
GENERAL BROWN CSD  
DISTRICT OFFICE

Order from tax levying body received: \_\_\_\_\_

Date

Corrected tax due: \$ \_\_\_\_\_

Interest and penalties (if applicable): \$ \_\_\_\_\_

Total corrected tax due: \$ \_\_\_\_\_

Tax roll corrected: \_\_\_\_\_

Date

Tax bill corrected: \_\_\_\_\_

Date

Application and Order annexed to tax roll: \_\_\_\_\_

Date

Payment of corrected tax received: \_\_\_\_\_

Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Collecting Officer

# GENERAL BROWN SCHOOL: SCHOOL 2016 TAXES

FISCAL YEAR: 07/01/2016 to 06/30/2017      WARRANT DATE: 08/08/2016      STATE AID - COUNTY: \$0.00      SCHOOL: \$12,885,906.00

**MAKE CHECK PAYABLE TO:**

**DONNA KEEFER**  
**SCHOOL TAX COLLECTOR**  
**17643 CEMETERY ROAD**  
**PO BOX 530**  
**DEXTER, NY 13634**

**PROPERTY OWNER:**

HSW Properties LLC  
 1001 Lexington Ave  
 Rochester, NY 14606

BANK	BILL NUMBER	PAGE
	264217	1 OF 1

**PROPERTY INFORMATION:**

**TAX MAP #:224889 64.17-1-19**  
 DIMENSION: 125.00 X 275.00  
 RS: 1 CLASS: 1 Family Res  
 ADDRESS: 23631 NYS Rte 342  
 SCHOOL: General Brown  
 FULL MARKET VALUE: 13860.00  
 UNIFORM % OF VALUE: 57.00  
 ASSESSMENT: 7900  
 STAR SAVINGS: 0.00

**MEMORANDUM BILL**

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill.

LEVY DESCRIPTION	TAX LEVY	% Change From Prior YR Levy	RATE	TAXABLE VALUE	AMOUNT DUE
SCHOOL TAX	7521050	2.5000	16.76062500	7900.00	132.41
LIBRARY TAX	48500	0.0000	0.10808200	7900.00	0.85
<b>TOTAL TAXES DUE BY SEPTEMBER 30, 2016:</b>					<b>\$133.26</b>

**FULL PAYMENT OPTION**

From:	To:	Tax Amount:	Penalty:	Notice Fee:	Total Due:	Amount Paid:	Date Paid:
SEP 1	SEP 30, 2016	133.26			133.26		
OCT 1	OCT 31, 2016	133.26	2.67		135.93		
NOV 1	NOV 4, 2016	133.26	4.00		137.26		

**INSTALLMENT PAYMENT OPTION**

Installment	If Paid By:	Tax Amount:	Penalty:	Service Charge:	Notice Fee:	Total Due:	Amount Paid:	Date Paid:
<b>Installment 1</b>	SEP 30, 2016	44.42		4.00		48.42		
<b>Installment 2</b>	Pay to County: OCT 31, 2016	44.42				44.42		
<b>Installment 3</b>	Pay to County: NOV 30, 2016	44.42				44.42		

PLEASE RETURN ENTIRE BILL WITH YOUR PAYMENT

CHECK THIS BOX IF YOU WOULD LIKE A RECEIPT



# GENERAL BROWN SCHOOL: SCHOOL 2016 TAXES

FISCAL YEAR: 07/01/2016 to 06/30/2017      WARRANT DATE: 08/08/2016      STATE AID - COUNTY: \$0.00      SCHOOL: \$12,885,906.00

**MAKE CHECK PAYABLE TO:**

BANK	BILL NUMBER	PAGE
	264217	1 OF 1

**DONNA KEEFER**  
**SCHOOL TAX COLLECTOR**  
**17643 CEMETERY ROAD**  
**PO BOX 530**  
**DEXTER, NY 13634**

**PROPERTY INFORMATION:**

**TAX MAP #:224889 64.17-1-19**

DIMENSION: 125.00 X 275.00  
 RS: 1 CLASS: 1 Family Res  
 ADDRESS: 23631 NYS Rte 342  
 SCHOOL: General Brown

**PROPERTY OWNER:**

HSW Properties LLC  
 1001 Lexington Ave  
 Rochester, NY 14606

FULL MARKET VALUE: 58772.00  
 UNIFORM % OF VALUE: 57.00  
 ASSESSMENT: 33500  
 STAR SAVINGS: 0.00

**MEMORANDUM BILL**

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill.

LEVY DESCRIPTION	TAX LEVY	% Change From Prior YR Levy	RATE	TAXABLE VALUE	AMOUNT DUE
SCHOOL TAX	7521050	2.5000	16.76062500	33500.00	561.48
LIBRARY TAX	48500	0.0000	0.10808200	33500.00	3.62
<b>TOTAL TAXES DUE BY SEPTEMBER 30, 2016:</b>					<b>\$565.10</b>

**FULL PAYMENT OPTION**

From:	To:	Tax Amount:	Penalty:	Notice Fee:	Total Due:	Amount Paid:	Date Paid:
SEP 1	SEP 30, 2016	565.10			<b>565.10</b>		
OCT 1	OCT 31, 2016	565.10	11.30		<b>576.40</b>		
NOV 1	NOV 4, 2016	565.10	16.95		<b>582.05</b>		

**INSTALLMENT PAYMENT OPTION**

<b>Installment 1</b>	<u>If Paid By:</u>	<u>Tax Amount:</u>	<u>Penalty:</u>	<u>Service Charge:</u>	<u>Notice Fee:</u>	<u>Total Due:</u>	<u>Amount Paid:</u>	<u>Date Paid:</u>
	SEP 30, 2016	188.38		16.95		<b>205.33</b>		
<b>Installment 2</b>	<u>If Paid By:</u>	<u>Tax Amount:</u>	<u>Penalty:</u>	<u>Service Charge:</u>	<u>Notice Fee:</u>	<u>Total Due:</u>	<u>Amount Paid:</u>	<u>Date Paid:</u>
Pay to County:	OCT 31, 2016	188.36				<b>188.36</b>		
<b>Installment 3</b>	<u>If Paid By:</u>	<u>Tax Amount:</u>	<u>Penalty:</u>	<u>Service Charge:</u>	<u>Notice Fee:</u>	<u>Total Due:</u>	<u>Amount Paid:</u>	<u>Date Paid:</u>
Pay to County:	NOV 30, 2016	188.36				<b>188.36</b>		

PLEASE RETURN ENTIRE BILL WITH YOUR PAYMENT

CHECK THIS BOX IF YOU WOULD LIKE A RECEIPT